

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Administration Committee Minutes

July 31, 2003

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:10 a.m.

Committee Members Present:

Mayor William Alexander	City of Rancho Cucamonga
Mayor Pro-Tem Harry Baldwin	City of San Gabriel
Mayor Richard Dixon	City of Lake Forest
Mayor Pro-Tem Alta Duke	City of La Palma
Mayor Lee Ann Garcia	City of Grand Terrace
Mayor Pro-Tem Sandy Jacobs	City of El Segundo
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Councilmember Pam O'Connor	City of Santa Monica
Mayor Bev Perry	City of Brea
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Mayor Ron Roberts	City of Temecula
Councilmember Toni Young	City of Port Hueneme
Councilmember Bob Yousefian	City of Glendale

Committee Members Absent:

Councilmember Ron Bates	City of Los Alamitos
Mayor Pro-Tem Mike Dispenza	City of Palmdale
Councilmember Keith McCarthy	City of Downey
Supervisor Judy Mikels	County of Ventura
Mayor Pro Tem Bea Proo	City of Pico Rivera
Supervisor Charles V. Smith	County of Orange
Councilmember Sidney Tyler	City of Pasadena
Councilmember Dennis Washburn	City of Calabasas

Staff Present:

Bert Becker	Chief Financial Officer
Ed Paul	Internal Auditor

Others Present:

Jeff Lustgarten	Cerrell
Zahi Faranesh	SCAG
Catherine McMillan	CVAG
Christine Dolan	OCTA
Bob Huddy	SCAG
Kim Fuentes	SBCCOG

2.0 PUBLIC COMMENT PERIOD

None

3.0 CONSENT CALENDAR

The Consent Calendar was MOVED (Councilmember Toni Young), SECONDED (Mayor Lee Ann Garcia) and UNANIMOUSLY APPROVED.

3.1 Approval Items

- 3.1.1 Minutes of the June 5, 2003 Meeting
- 3.1.2 Approval of Contracts
 - Cambridge Systematics, Inc.
 - KPMG, LLP
 - Meyer, Mohaddes Associates, Inc.
 - Sierra Commercial Real Estate Services, Inc.
- 3.1.3 Approval of Resolution re: Acceptance of Intelligent Transportation Systems (ITS) Grant Funds
- 3.1.4 Approval to submit a grant to the U.S. EPA requesting \$200,000 to “Plan, Organize & Conduct a National Air Quality & Smart Growth Workshop
- 3.1.5 Approve Draft Disadvantaged Business Enterprise (DBE) Goals for FY 03-04
- 3.1.6 Authorize SCAG staff to execute a MOU with the San Diego County Regional Airport Authority to accept funds in order to include San Diego County into the So. Calif. Airport Demand Model
- 3.1.7 Authorization for SCAG staff to seek amendments to Senate Bill 458 (creation of the Southwest Regional Border Authority)
- 3.1.8 Approve Request to Perform Transportation Demand Model Analysis for RCTC
- 3.1.9 Approve sister agency relationship with Seoul Development Institute to promote joint Research & Exchange of Technical Information
- 3.1.10 Authorization to host a Visiting Planner Program for high ranking Seoul Metropolitan Government
- 3.1.11 Sponsoring Subregional COG – Events
- 3.1.12 Approve Sponsorship of the So. California Leadership Class XIV

3.2 Receive & File

**3.2.1 Conflict of Interest Listing
(Info Only) RC Attachment**

3.2.2 Contracts & PO's between \$5,000 - \$25,000

4.0 ACTION ITEMS

4.1 Administration Committee Report

4.1.1 Authorization for Executive Director to execute necessary documents for the transition of TranStar & Rideshare Related Programs

This item was MOVED (Councilmember Toni Young), SECONDED (Mayor Ron Roberts) and UNANIMOUSLY APPROVED.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Bert Becker informed the committee that the Subregions and Consultants have been advised numerous times to provide their invoices for FY 2002-2003 to SCAG by today, July 31. If invoices are not received by today, there is a chance that they will not be paid.

SCAG has received to date approximately \$900,000 of our \$1 million TDA monies.

SCAG has collected \$900,000 of the \$1.2 million of member dues.

SCAG is currently in the process of closing the books for the fiscal year ended on June 30.

5.2 Caltrans Audit Update

SCAG is currently undergoing an FTA Audit called a Financial Management Oversight Audit conducted by Deva and Associates. This audit will continue until August 8. If all goes well this audit should be completed by late September, early October.

Caltrans has provided SCAG a 16-page report on its pre-award evaluation. SCAG has been aware of these issues and will respond to them by tomorrow August 1.

5.3 Update on Overall Work Program Approval

The OWP was conditionally approved to October 1, 2003. SCAG must obtain an approved ICAP and submit a completed Finance Plan to obtain OWP approval for the remainder of the fiscal year.

6.0 FUTURE AGENDA ITEMS

Mayor Bev Perry asked that Chair Richard Dixon appoint a By-Laws Review Committee at the next meeting.

7.0 ANNOUNCEMENTS

None

8.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 9:38 a.m.



Bert Becker, Chief Financial Officer
Staff to the Administration Committee